

We're Here to Help

For purchasing information related to doing business with the Comptroller's office only, call toll-free (800) 531-5441, ext 3-4120, or direct in Austin at 463-4120.

For the Comptroller's internal HUB Coordinator, call toll-free (800) 991-BIDS, or direct in Austin at 936-6006; or fax (512) 475-0223.

The agency's internal HUB Program Web site is:
www.window.state.tx.us/ssv/

The agency's internal HUB Program e-mail address is:
cpa.hub@cpa.state.tx.us

If you have questions or need information on a specific tax, please call our toll-free numbers:

(800) 252-5555

911 Emergency Service/
Equalization Surcharge
Automotive Oil Fee
Battery Fee
Boat and Boat Motor Sales Tax
Customs Broker
Fireworks Tax
Mixed Beverage Tax
Off-Road, Heavy-Duty Diesel Equipment Surcharge
Oyster Fee
Sales and Use Taxes
Telecommunications Infrastructure Fund

(800) 531-5441

Cement Tax
Inheritance Tax
Local Revenue
Miscellaneous Gross Receipts Taxes
Oil Well Servicing Tax
Sulphur Tax

(800) 531-5441

ext. 3-3630
WebFile Help

(800) 252-1381

Bank Franchise
Franchise Tax

(800) 252-7875

Spanish

(800) 531-1441

Fax on Demand
(Most frequently requested Sales and Franchise tax forms)

(800) 252-1382

Clean Vehicle Incentive Program
Manufactured Housing Tax
Motor Vehicle Sales Surcharge, Rental and Seller Financed Sales Tax
Motor Vehicle Registration Surcharge

(800) 252-1383

Fuels Tax
IFTA
LG Decals
Petroleum Products Delivery Fee
School Fund Benefit Fee

(800) 252-1384

Coastal Protection
Natural Gas Production Tax
Crude Oil Production Tax

(800) 252-1387

Insurance Tax

(800) 252-1385

Coin Operated Machine Tax
Hotel Occupancy Tax

(800) 252-1386

Certificates of Account Status/
Good Standing
Officer and Director Information

(800) 862-2260

Cigarette and Tobacco

(888) 4-FILING

or
(888) 434-5464
TELEFILE:
To File by Phone

(800) 252-1389

GETPUB:
To Order Forms & Publications

(800) 654-FIND

or
(800) 654-3463
Treasury Find

(800) 321-2274

Unclaimed Property Claimants
Unclaimed Property Holders
Unclaimed Property Name Searches
(512) 463-3120
(Austin)

(877) 44RATE4

or
(877) 447-2834
Interest Rate



Susan Combs Texas Comptroller of Public Accounts

Selling to the Texas Comptroller of Public Accounts (CPA)



The Tax Help e-mail address is: tax.help@cpa.state.tx.us
Window on State Government Web site is: www.window.state.tx.us

Selling to the Texas Comptroller

As the state's chief tax collector, treasurer, accountant and revenue estimator, the Texas Comptroller of Public Accounts (CPA) is one of the most modern and vital agencies in state government. We operate 48 offices across Texas and maintain audit offices in four major cities elsewhere in the United States.

The Comptroller's office is also responsible for all statewide purchasing, per statutes passed by the 80th Texas Legislature that transferred the Texas Building and Procurement Commission's procurement, vehicle fleet management, copy and mailroom functions to our agency, effective Sept. 1, 2007. Texas Procurement and Support Services (TPASS) is a new division at CPA, and works to lead the State of Texas procurement and contracting communities.

In addition to statewide purchasing through TPASS, our agency also does its own purchasing. The CPA Support Services Division is responsible for the procurement of goods, services and leased office space for our own agency and its nearly 2,800 employees. Within that division, the Purchasing Section procures products and services for agency users and awards contracts to qualified vendors for a variety of products and services. This brochure is a guide to selling to CPA.

Submitting a Bid to the Comptroller's Office

All agency purchases are governed by state rules and regulations. The estimated cost of a good or service mandates certain purchasing procedures, as shown in the table on the next page, including when and how state entities must informally or formally obtain competitive bids from vendors.

For CPA purchases, bids must be delivered to our agency's Purchasing Section before the specified bid opening date and time. Our Web site, www.window.state.tx.us/ssv/, provides additional details on how to become a registered vendor with the state and link into purchasing opportunities.

| Cost | Purchasing Procedure |
|--|--|
| Up to \$5,000 (goods/services) | No bids required (non-competitive); state entities may contact one vendor directly |
| \$5,000.01 to \$25,000 (goods/services) | Three informal bids required |
| More than \$25,000.01 for Information Technology (IT)-related goods/services (not available through the Department of Information Resources) | Formal Request for Offers (RFOs) must be advertised statewide on the Electronic State Business Daily (ESBD) at http://esbd.cpa.state.tx.us/ |
| More than \$25,000.01 for non-IT related goods | Formal Invitation for Bids (IFBs) must be solicited by the Comptroller's TPASS division through the state's Open Market process |
| More than \$100,000 for non-IT related services | Handled by the Comptroller's TPASS division for processing and/or delegation back to the state entity |

Centralized Master Bidders List (CMBL)

The best way to plug into business opportunities with CPA and other state entities is to register with the Centralized Master Bidders List (CMBL). State agencies, colleges, universities and local governments use this online directory to find sellers for products and services. Active members are notified of available opportunities that relate to their businesses. The annual CMBL registration fee is \$70. This fee can be paid online with a debit or credit card or by mailing an application with a check or money order payable to CPA-CMBL.

It's easy to register for the CMBL. Sign up online at: https://cmbreg.cpa.state.tx.us/login_cmb_only.cfm

If you have any questions regarding online registration, please contact the CMBL Help Desk at (512) 463-3459.

Historically Underutilized Business (HUB) Participation

State agencies are committed to making a good faith effort to assist Historically Underutilized Businesses (HUBs) – minority and woman-owned – by contracting



CPA is committed to assisting minority and women-owned Historically Underutilized Businesses (HUBs).

directly with HUBs or indirectly through subcontracting opportunities. The goal is to promote full and equal business opportunities for all businesses. CPA's own HUB program works to ensure HUBs are provided the following:

- ▶ up-to-date information about procurement opportunities;
- ▶ education about the agency's procurement process;
- ▶ access to purchasers regarding bid information;
- ▶ reliable and friendly service from HUB Staff; and
- ▶ special programs and services.

HUB Eligibility and Certification

A HUB is an entity with its principal place of business in Texas, that is at least 51 percent owned by one or more persons of the groups listed below. The persons must have proportionate interest and demonstrate active participation in the control, operations and management of the entity's affairs.

- ▶ **Black Americans** - includes all persons having origins in any of the Black racial groups of Africa;
- ▶ **Hispanic Americans** - includes all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish/Portuguese culture or origin, regardless of race;
- ▶ **Asian Pacific Americans** - includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Territories of the Pacific, the Northern Marianas and Subcontinent Asian Americans, which includes persons whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan or Nepal;
- ▶ **Native Americans** - includes persons who are American Indians, Eskimos, Aleuts or Native Hawaiians; and
- ▶ **American Women** - includes all women of any ethnicity, except those specified above.

In addition to CPA's own HUB Program, the agency also administers the Statewide HUB Program, which certifies HUBs and facilitates statewide business and training for HUBs. Vendors interested in becoming certified as a State of Texas HUB should complete the HUB Certification Application and mail it to:

Texas Comptroller of Public Accounts
Texas Procurement and Support Services (TPASS)
Attention: Statewide HUB Program
P.O. Box 13186
1711 San Jacinto Blvd.
Austin, Texas 78711-3186

The HUB certification is free of charge and valid for up to four years. The application can be downloaded from CPA's Web site at: <http://www.window.state.tx.us/procurement/prog/hub/hub-certification/>

For assistance with HUB certification and current procurement opportunities, contact the CPA Bid Line at (800) 991-BIDS or (512) 936-6006 (Austin).

Visit our Web site at: <http://www.window.state.tx.us/ssv/>

You may also e-mail us at: cpa.hub@cpa.state.tx.us

Frequently Purchased Goods and Services

Goods and services most frequently purchased by CPA from qualified vendors include those listed below. HUB vendors can sell to the agency as both prime contractors and subcontractors. Prime contractors must demonstrate a good faith effort to subcontract with HUBs and all subcontracting dollars must be reported on a monthly basis to the contracted agency.

- ▶ Security Systems/Maintenance
- ▶ Consulting Services
- ▶ Financial and Accounting Services
- ▶ Furniture
- ▶ Recycled Products
- ▶ IT Programming Services
- ▶ Temporary Personnel Services
- ▶ Computer Software/Maintenance
- ▶ Computer Hardware/Maintenance
- ▶ Office Equipment/Supplies
- ▶ Telecommunications/Cell Phones/Pager Rentals
- ▶ Printing Services
- ▶ Videotaping Services

Electronic State Business Daily (ESBD)

The ESBD is an automated search engine used by vendors to locate upcoming bid opportunities. State agencies are required to advertise procurement opportunities valued at \$25,000 or more on the ESBD for a minimum of 14 calendar days.

You can search by agency, requisition number, class and item code and keyword at: <http://esbd.cpa.state.tx.us/>

Requests for Consultant Services

CPA occasionally solicits consulting services for various purposes through the issuance of Requests for Proposals (RFPs). When CPA solicits consulting services where the cost is anticipated to exceed \$15,000, announcements are advertised in the Texas Register (located in the "In Addition" section, under the name of the issuing state agency) and Electronic State Business Daily (ESBD). The ESBD is available at <http://esbd.cpa.state.tx.us/>.

The Texas Register is published once a week by the Secretary of State's office and is available at most municipal and law school libraries, and at <http://www.sos.state.tx.us>. Print subscriptions are available by calling (800) 223-1940.

HUB Networking Opportunities

Economic Opportunity Forums (EOFs) are sponsored by state and local government agencies, as well as minority/women development centers and trade organizations. Held across the state, EOFs provide numerous opportunities to disseminate and share information about public and private sector procurement, as well as increase networking opportunities with Texas-based small, minority, and women-owned businesses.

Find the statewide EOF calendar at <http://hub.cpa.state.tx.us/eof/>

HUB Report

The HUB Report is published twice a year and includes extensive data on statewide expenditures. Vendors can use this resource to identify state business opportunities by viewing the types of purchases specific state entities made with HUBs. For details, go to <http://www.window.state.tx.us/procurement/prog/hub/hub-reporting/>

CPA is fully committed to making a good faith effort to effectively promote and increase contract opportunities with HUBs.

CPA Purchasing Section

(for opportunities to do business with the Comptroller's office)

Location

Texas Comptroller of Public Accounts
Support Services Division
Attention: Purchasing Section
LBJ State Office Building, Room G-2
111 E. 17th Street
Austin, TX 78774-0001

Mailing Address

Texas Comptroller of Public Accounts
Support Services Division
Attention: Purchasing Section
P.O. Box 12050
Austin, TX 78711-2050

Phone: (800) 531-5441, ext. 3-4120,
or direct in Austin at 463-4120

Fax: (512) 475-0223

Statewide Procurement and Statewide HUB Program

(for opportunities to do business with all state entities)

Location

Texas Comptroller of Public Accounts
Texas Procurement and Support Services (TPASS)
Attention: Statewide HUB Program
1711 San Jacinto Blvd.
Austin, TX 78701

Mailing Address:

Texas Comptroller of Public Accounts
Texas Procurement and Support Services (TPASS)
Attention: Statewide HUB Program
P.O. Box 13186
Austin, TX 78711-3186

Phone: (888) 863-5881,
or direct in Austin at 463-5872

Statewide HUB Program Web site:

www.window.state.tx.us/procurement/prog/hub/

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**For additional copies write:
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In compliance with the Americans with Disabilities Act, this document may be requested in alternative formats by calling the appropriate toll-free number listed at right, or by calling:

(512) 463-4600 in Austin • (512) 475-0900 (FAX)



CPA urges all vendors to inquire about selling products made from recycled material, since all state agencies are required to meet annual goals of buying these goods.